

## City of Union City

Request for Proposals from Individuals Interested in Serving as Interpreter for the Union City Municipal Court and Various Union City Boards for the Period November 15, 2013 through November 14, 2014

### **Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks proposals from individuals who wish to serve as the Interpreter, as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City for a contract period beginning on or after November 15, 2013 and ending November 14, 2014. The position may also be subject to Department of Community approval. The successful applicant must have significant experience with interpreting services. If awarded a contract, the individual shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. The successful applicant will engage in/be responsible for, but not be limited to, the following activities:

1. Interpreter shall appear at the regularly scheduled municipal court sessions as follows:

Monday, Tuesday, Wednesday, Thursday - 9:00 a.m. to noon

Wednesday - 5:30 to 8:30 p.m.

Except court holidays

Alternate Mondays - DWI Trials as needed 1:00 to 4:00 p.m.

Alternate Tuesdays - Trials 1:00 to 3:30

Thursday afternoons - Trials 1:00 to 4:00 p.m.

Mediation at least one (1) or two (2) Fridays per month - 10:00 to 1:00 p.m.

2. Interpreter shall appear as needed at meetings of the Union City Board of Commissioners and the Union City Rent Stabilization Board. The interpreter shall attend meetings of the Union City Zoning Board, Union City Planning Board, and Union City Redevelopment Agency as needed. The schedules of these Boards are subject to change. Copies of current Board meetings schedules are attached.

3. The interpreter must have passed a certification test administered by the New Jersey Administrative Office of the Courts, or a certification by any State/Federal agency recognized by the Administrative Office of the Courts as equivalent or superior to the certification test administered by the New Jersey Administrative Office of the Courts.

**The aforesaid times are approximate and may change subject to the board or court calendar. The Interpreter must attend the complete court session, regardless if the session extends beyond the hours listed above, with no additional compensation.**

In the event of vacation or unavailability, the Interpreter is permitted to utilize a substitute for a limited period, with the approval of the Chief Municipal Judge.

#### **INTERPRETER FUNCTIONS:**

1. Interpret proceedings, hearings, interviews, and other municipal court related communicative events from English into Spanish and from Spanish into English
2. Interpret consecutively into Spanish questions by attorneys, or by the Judge, and consecutively interprets answers given in Spanish by defendants, parties, and witnesses into English.
3. Sight translates Spanish or English documents as required during a proceeding, hearing, interview, or other municipal court-related communicative event.
4. Requests of the municipal judge a clarification of statements made by the speaker, if necessary, when unable to understand them or express a word or thought.
6. Interprets simultaneously when required at proceedings all statements made by the parties, Judge, attorneys, and witnesses.
7. Any other service necessary to perform the duties of an interpreter for the City of Union City.
8. Appear as needed, at the board meetings listed, as may be changed due to the Board's schedule and provide interpreting services for persons requiring same at those meetings.
9. Coordinate the requests from the Municipal Court or any other Board for non-Spanish language interpreters as needed.

## Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which interpreters will be assigned to work with the City;
3. Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to providing interpreter services for Courts or other public entities;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Cost details, including the hourly rates of each of the individuals who will perform the services and the per session costs for municipal court sessions ; and
8. Any other information which the interested firm deems relevant.
9. Statement of corporate ownership (c.52:25-24.2)
10. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L.2004 c. 57)

## **Selection Criteria**

The selection criteria used in awarding a contract for professional services as described herein shall include, but not be limited to:

1. Education, as described in the interpreter job description.
2. Experience, as described in the interpreter job description.
3. Professional and personal references.
4. Requested rate per municipal court session, and hourly rate for appearance at other Union City Boards.

## **OTHER INFORMATION**

Questions regarding the RFP should be submitted by October 25, 2013 in writing to: Michael Robinson, Purchasing Agent

City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087  
Phone: 201-348-5620  
Fax: 201-617-0283

## **SUBMISSION REQUIREMENTS**

Sealed RFPs will be publicly opened by the Union City Clerk in her offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11 a.m..on October 29, 2013. The RFP must be received no later 11 a.m. on October 29, 2013 by:

Laura M. Miller - City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Please use white 8 ½" x 11" paper. Please staple the original and two (2) copies in the upper left corner. Please do not bind the submissions in any manner or place each copy in folders.